**Ministry Coordinator for CEF of Southern MD Part Time $18 to $20/hr**

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**General Responsibilities**

* Fulfill the purpose of [**Child Evangelism Fellowship**](https://cefonline.com/)
* Execute and accomplish the vision of the state board and USA Ministries
* Oversee all aspects of the local chapter

**General**

* Understand the foundation of ministry is prayer and lead by example with commitment to develop, implement, improve and grow an effective local prayer program
* Aggressively pursue church partnerships which will fulfill the purpose of *CEF®*: evangelize, disciple and establish the next generation to God and His church
* Identify, enlist, equip, develop, and encourage others to become an effective, multi-volunteer team serving God in this ministry
* Involved in a minimum level of direct ministry with children to maintain an understanding of today’s child and to adequately evaluate the effectiveness of *CEF* programs like [***Good News Club***](https://www.cefonline.com/ministries/goodnewsclub/)® and [***5-Day Club***](https://www.cefonline.com/ministries/5dayclub/)®
* Identify students (grades 9 – college) who may be potential [***Christian Youth In Action***](https://www.cefonline.com/get-involved/serve/short-term-missions/cyia/)® student summer missionaries, personally participate in CYIA*™* as assigned by state leadership, and help CYIA become and remain successful
* Establish, develop, and improve ministry effectiveness throughout the entire chapter

**Leadership**

* Work with the local committee in providing vision and strategic plans for evangelizing and discipling all children within the chapter, striving to establish them with local churches
* Meet regularly with and lead volunteers to provide encouragement, counsel, and direction
* Assist volunteers in developing and evaluating their ministry goals
* Work with the local committee in raising sufficient funds for the ministry. This includes ministry coordinator’s salary.
* Develop leadership skills in volunteers, and summer missionaries
* Oversee and constantly evaluate the teacher training program

**Administrative**

* Ensure that all *CEF* policies and procedures are followed and proper governance is maintained
* Keep accurate and complete records
* Work with the local committee to develop and submit an annual budget to the state director for state board approval to implement January 1 yearly
* Ensure that all reports, communications, money, and donor receipts are submitted as required
* Communicate accurately about the chapter condition to the state director and local committee
* Attend all state-office-sponsored meetings as requested by the state director or board

**Qualifications**

We are seeking a committed servant of God who is walking daily with Him and demonstrates great faith and exemplary Christian character. We want someone who exuberates a friendly and cheerful disposition. The candidate must confidently believe in God’s calling on their life. Prayer will be a daily practice. The chosen leader will have a passion for reaching children with the Gospel and desire to serve the local church. The prescribed requirements for this position, are as follows:

* Possess leadership qualities as found in 1 Timothy 3 and Titus 1
* Have a demonstrated love for Jesus Christ and prayer, and an unquestionable passion to reach kids with the Gospel
* Continual learner, relevant, strategist, love people and demonstrate an understanding of how to lead and build a team that is diverse in skills, experience and culture
* Love the local church and other Christian organizations and value them as ministry partners
* Encompass skills to identify other leaders, organize groups, cast vision and evaluate the ministry programs
* An ideal candidate will have previous experience (paid or volunteer) as a leader in a children’s ministry, church, nonprofit organization, or related work

**Comments**

Upon hire, the local ministry coordinator will develop the ministries of Child Evangelism Fellowship® within the Southern Maryland. This person will be a team player, self-motivated, able to plan, analyze, motivate people and demonstrate organizational skills. The local ministry coordinator is ultimately a developer of volunteers and other leaders and is the face of the local chapter.

*As a religious organization, Child Evangelism Fellowship Inc. is permitted and reserves the right to prefer employees or prospective employees on the basis of religion.*